

June 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR: Reverse May Month-end Estimate Normal DW refresh	2 LABOR: PP10 SURCHARGES Normal DW refresh	3 Normal DW refresh	4 Normal DW refresh	5 GL: Final Close May 2009 Normal DW refresh	6 Normal DW refresh
7 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14 Normal DW refresh	15 LABOR: Jun Month-end Estimate SURCHARGES Normal DW refresh	16 LABOR: Jun Month-end Estimate SURCHARGES GL: Update AR Trial Table Normal DW refresh	17 DISBURSEMENTS: Last run for Jun Normal DW refresh	18 Normal DW refresh	19 LABOR: JUN NOAA CORPS/SLT SLTs SLTs to be approved for Jun are due to FMB by 4:00 pm ET CA O/U Reversal – Part C Normal DW refresh	20 Normal DW refresh
21 Normal DW refresh	22 SLTs 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “Tier ONE” closing Normal DW refresh	23 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 AM ET Close Tier 2 Normal DW refresh	24 DW reports and/ or CFS Production reports complete month – end data LABOR: Reverse Jun Month-end Estimate Normal DW refresh	25 Normal DW refresh	26 Normal DW refresh	27 Normal DW refresh
28 Normal DW refresh	29 LABOR: PP12 Normal DW refresh	30 LABOR: PP12 SURCHARGES Normal DW refresh				

TIER “ONE” Closing

Tier “ONE” modules will be placed in “**PRELIMINARY**” close for the **June 2009 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

8:00 AM ET: “**Tier ONE**” may begin working on July 2009 transactions.

TIER “TWO” Closing

Tier TWO modules, will be placed in “**PRELIMINARY**” close for the **June 2009 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 7:00 AM ET on Tue June 23, 2009
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

“**Tier TWO**,” should NOT enter **ANY** transactions while June 2009 is still open. **ONLY after June 2009** is closed may “**Tier TWO**” modules mentioned above begin working on July 2009 transactions.